

Finance and Operations Policy FO-Pay-02
Employee Miscellaneous Deduction from Payroll

1. Purpose

This policy outlines the guidelines set by Sam Houston State University when collecting an outstanding debt owed to the university by means of payroll deduction. This policy applies to voluntary miscellaneous deductions. It does not address mandatory payroll deductions required by law such as income taxes and social security taxes.

2. Authority

Per Texas Education Code §51.934, the university is authorized to provide arrangements for the collection of employee debts owed to Sam Houston State University.

3. Procedure

In accordance with federal and state law, Sam Houston State University may deduct from an employee paycheck amounts owed to the University when authorized by the employee.

All voluntary payroll deductions require written documentation on file in the Payroll Office. [Deduction Form](#)

4. Scope

This policy is limited to university owed balances. Examples of such balances include fines, travel advances, payment for use of International SOS services, overpayments due to administrative errors, outstanding balances identified in audit. In addition, the university may choose to deduct for other purposes it deems appropriate.

The university will not process requests from employees or external sources (third parties) for voluntary payroll deductions on behalf of an employee or for external entities.

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